

Contract Renewal Application

Date: [Insert Date]

To,

[Recipient Name]

[Recipient Title]

[Institution Name]

[Institution Address]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request the renewal of my contract as a lecturer in [Department Name] at [Institution Name], which is set to expire on [Expiration Date].

Over the past [duration], I have thoroughly enjoyed contributing to the academic growth of our students and collaborating with fellow faculty members. My commitment to [specific contributions or achievements] reflects my dedication to our institution's mission.

Given my experiences and the positive feedback I've received, I am eager to continue this journey and bring my expertise in [your field of expertise] to our department. I believe there are many opportunities ahead for further enhancement of our curriculum and student engagement.

I would appreciate the opportunity to discuss my contract renewal at your earliest convenience. Thank you for considering my application, and I look forward to your positive response.

Sincerely,

[Your Name]

[Your Title]

[Your Department]

[Your Contact Information]